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27 May 1987

MEMORANDUM FOR: Executive Director
Director, Intelligence Community Staff
Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller
Director, Office of Congressional Affairs
Director, Office of Public Affairs
Chairman, National Intelligence Council
Administrative Officer, DCI

SUBJECT: Correspondence for DCI Signature

All correspondence prepared for signature of the Director of Central Intelligence should be typed on appropriate letterhead for William H. Webster. The DCI prefers the complimentary close, "Sincerely yours." All previous guidelines for correspondence for the DCI (HHB 70-5) remain in force.

Executive Secretary

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